Civil Service Law: Section 22: Certification for new positions. Before any new position in the service of a civil division shall be created, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the commission. Effective April 1, 1959

## BROOME COUNTY DEPARTMENT OF PERSONNEL

## NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies.

1. DEPARTMENT		BUREAU, DIVISION, UNIT OR SECTION LOCATION OF POSITION		
2. DESCRIPTION OF DUTIES:		Describe the work in sufficient detail to give a clear work picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties. In the left column, estimate how the total working time is divided.		
PERCENT OF				
WORK TIME				

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)				
NAME	TITLE	TYPE OF SUPERVISION		
·				
4. Names and Titles of	Persons Supervised by Employee in this positi	on.		
NAME	TITLE	TYPE OF SUPERVISION		
5. Names and Titles of Persons doing substantially the same kind an level of work as will be done by the incumbent of this new				
position.				
NAME	TITLE	TYPE OF SUPERVISION		
6. What minimum qualifications do you think should be required for this position?				
Education:	High school years			
		tion in		
	Other years, with specialization	on in		
F . (1)	1			
Experience: (li	st amount and type)			
<b>5</b>				
Essential know	ledges, skills, and abilities:			
Type of license of certificate required:				
7. The above statements	s are accurate and complete.			
<b>.</b>	m. 1			
Date:	Title:	Signature:		
8. In accordance with the provisions of Civil Service Law, Section 22, the BROOME COUNTY DEPARTMENT OF PERSONNEL				
certifies that the approp	riate civil service title for the position describe	ed is:		
<b>.</b>	a.			
Date:	Signature:			
	A CITION DAY I ECIGI A TIME DODAY OD			
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY				
9. Creation of described position:				
	approved			
	Disapproved			
_	FF			
Date:	Signature:			